

LUCCOCK PARK CAMP

Position Title: Maintenance Manager

Pay Rate: \$2000.00 per month Salary

Position Summary:

This position is responsible for performing a variety of duties with primary functions consisting of the maintenance and upkeep of Luccock Park, and to provide information and assistance to Camp Guests and Staff persons. Maintenance functions may include but are not limited to: keeping machines, mechanical equipment, and the structures of the Camp in good repair; carpentry; repairing electrical, plumbing or mechanical equipment; installing new equipment; maintain grounds of property using hand or power tools or equipment, mowing, trimming, planting, watering, fertilizing, digging, raking, weed killing, etc. This position will report to and work under the direct supervision of the Camp Manager.

Supervision Exercised:

This position will exercise direct management and/or supervision of Camp staff members only as directed by the Camp Manager. This position may be required to perform Joint Management duties with the Camp's Kitchen Manager during absence/s of, or as directed by the Camp Manager.

Essential Duties:

- Perform routine preventive maintenance to ensure that building systems operate efficiently, and the physical condition of buildings do not deteriorate, vehicles and machines continue to operate smoothly.
- Assemble, install and/or repair structures such as buildings, fences, and benches, wiring, electrical components, pipe systems and plumbing, machinery, and equipment.
- Cleaning and servicing of designated Camp areas, gather and remove litter, trash and other refuse.
- Provide proper upkeep of sidewalks, driveways, parking lots, and other grounds features.
- Care for and maintain established lawns and Camp grounds using power mowers, trimming machines and chemicals.
- Operate power equipment and machinery such as mowers, tractors, chain-saws, electric clippers, saws and/or other related equipment. Use a variety of hand tools such as hammers, screwdrivers, drills, wrenches, shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.
- Record maintenance and repair work performed and the costs of the work.
- Perform other related duties and responsibilities as directed or assigned.

Essential Skills & Qualifications:

- Knowledge of machines and tools, including their uses, repair, and maintenance.
- Knowledge of materials, methods, and the tools involved in the construction, maintenance or repair of houses, buildings or other structures, landscaping, grounds keeping, cleaning, building security and safety.
- Knowledge of basic construction, carpentry, electrical and plumbing systems.
- Ability to create reports and perform record keeping.
- Ability to effectively communicate in both verbal and written forms.
- Ability to present information and provide assistance to the public and to camp staff as directed.
- Must possess or be able to obtain a valid Montana Drivers License prior to hire.
- Must be able to Speak, Read and Write English.
- Ability to make coordinated & repetitive movements of the fingers, hands & arms to grasp and manipulate objects, lift or carry up to 100 pounds, climb, crawl, kneel, bend, stoop, reach, balance, hear, speak, walk, see with/without corrective lenses, work in confined spaces and work in diverse weather conditions.
- Ability to operate power machinery including cutting and slicing devices.
- Ability to work in close proximity with other people and foster teamwork.

Experience & Education Requirements:

The experience and education requirements for this position are typically acquired through Graduation from an accredited High School or completion of an accredited Equivalency program, and 1-3 years of direct work experience in General Maintenance, Landscaping, Grounds keeping, Construction, Janitorial or a closely related field. Some post-secondary, vocational or other education with coursework or training in a related field is preferred. Applicants having prior Management and Supervisory work experience are preferred. Applicants must be a citizen of the United States or be eligible for employment in the United States under U.S. Bureau of Citizenship & Immigration visa policies. Luccock Park Camp is an Equal Opportunity Employer.